



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

JAN 15 2013

CEMP-I (415)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Call for Nominations for U.S. Army Corps of Engineers (USACE) 2013 Project Manager (PM) of the Year and Program Manager (PgM) of the Year

1. Purpose: To announce the Program and Project Management Community of Practice (PPM CoP) call for nominations across all USACE program areas for the Project Manager of the Year and Program Manager of the Year Awards.

2. General:

a. Reference:

- 1) ER 672-1-18, 1 Mar 95 "Incentive Awards"
- 2) ER 5-1-11, 1 Nov 06 "USACE Business Process"

b. Purpose of the Awards: To annually recognize two USACE individuals who have made outstanding contributions to the USACE, one as a Project Manager (PM) and one as a Program Manager (PgM).

c. Definition of Awardees: The USACE PM and PgM of the Year are recognized for having distinguished themselves through their professional excellence, and achievement and their superior performance overall in project or program management with particular focus on the previous 12 months.

3. Eligibility Criteria for Award Candidates:

a. Candidates are USACE full-time civilian employees or military members, during the evaluation period.

b. Candidates were in a full-time staff level project management position (for PMs) or a staff level program management position (for PgMs) (i.e. candidates are not technical managers, are non-supervisory, and not a senior leader in the organization). Candidates are leading/managing projects/programs IAW ER 5-1-11, 1 November 2006 and reporting to the District DPM (if candidate is a District employee).

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c. Candidates have demonstrated excellence and led/managed work that is recognized as important to the successful execution of USACE missions; they have made significant positive contributions to their particular field and organization; and their work performance, work relationships, and work results are widely recognized as being very beneficial to the USACE and exemplary at all organizational levels.

d. Candidates are at the GS 12-14 grade level (or equivalent) in positions generally recognized as requiring professional-level knowledge, skills and experience.

e. Candidates have substantial, consistent record of positive accomplishments and increasing responsibilities during her/his professional career.

f. Beginning in 2014, nominees will be participating in the PPM CoP Career Development Plan (CDP). See Guide for the Project Manager and Program Manager Career, Version 3.0, February 2012, Reference Appendix V.

Link: <https://cops.usace.army.mil/sites/PPM/CD/default.aspx>.

Nominees will demonstrate progress towards, or achievement of, certification commensurate with grade level.

4. Nomination Process:

a. Candidates may be nominated by written endorsement from a military or civilian leader from a USACE District, Major Subordinate Command (MSC), Field Operating Activity (FOA) or Headquarters, accompanied with concurrence from the MSC Program Director or Commander per paragraph 4b. Districts and MSCs may nominate multiple candidates for the Project Manager and Program Manager of the year, but only one nomination per Districts & MSC may be forwarded from each MSC for national consideration in each category of this award (Project Manager and Program Manager). Only one nomination per Activity may be forwarded for national consideration in each category of this award (Project Manager and Program Manager).

b. Each MSC/Division will provide concurrence with the PM and PgM nominations that are forwarded for national consideration. Concurrence may be provided in a separate memo or included with each nomination package, but must be submitted to addresses at 5.c. below. Adobe electronic signatures on concurrence memos will be accepted. The MSC's concurrence memo may include multiple nominations from within the MSC in the same memo. E-mails without signed concurrence memos will not be accepted as MSC concurrence.

c. The concurrence memos will be signed by the MSC Program Director, the MSC Commander, the FOA Director, or their authorized designees over the Director's/Commander's signature block.

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d. MSCs can concur with up to one PM and one PgM from each District or Activity within their MSC. (District/Activity nominations without MSC concurrence will not be considered for the award).

e. Nomination packages shall be no more than three pages (font and size: Arial 12) and shall contain the following information on each nominee:

- 1) Full Name, Position, Series & Grade
- 2) PPM CoP Career Development Plan (CDP) Certification Level held by nominee during performance described for nomination IAW Guide for the Project Manager and Program Manager Career, Version 3.0, February 2012).
Link: <https://cops.usace.army.mil/sites/PPM/CD/default.aspx>
- 3) PMP Number (for Certified PMI Project Management Professionals (PMPs))
- 4) Overall description of key projects/programs managed/led by the nominee during the evaluation period (if nominated for PM of the Year, description must focus on projects, if nominated for PgM of the Year, description must focus on programs). The evaluation period is 12 months prior to the date of this memo.
- 5) Description of accomplishments and results achieved by the nominee and why these are considered to be exceptional to include:
 - Work that is recognized as important to the successful execution of USACE missions
 - Significant positive contributions to the PM or PgM particular field and organization
 - Work performance, work relationships, and work results that are widely recognized as being very beneficial to the USACE and exemplary at all organizational levels
- 6) Examples of leadership and mentoring to less experienced project/program managers
- 7) Description of the overall record and positions held by nominee during her/his career
- 8) Summary of nominee's education and professional certifications, professional memberships, accomplishments and description of activities within the USACE PPM CoP and other professional organizations/societies
- 9) Name and contact number of nominee's supervisor during the evaluation period
- 10) Name and contact number and current position of the individual making the nomination

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f. Nomination packages of prior year award winners, and Frequently Asked Questions (FAQs) about the nomination process are available at:

<https://cops.usace.army.mil/sites/PPM/CoPAwards/default.aspx>

5. Selection Process:

a. HQUSACE Program and Project Management Community of Practice staff will annually assemble a representative ad hoc committee to evaluate nominees and make selection of annual awardees.

b. Prior to notification, each intended awardee shall be screened by her/his local CPAC and EEO offices to ensure that no major disciplinary actions are underway.

c. Nomination packages must be received by e-mail no later than **11 March 2013** to the addresses below:

1) PPMCoPPMoftheYearNominations@usace.army.mil for Project Manager

2) PPMCoPPgMoftheYearNominations@usace.army.mil for Program Manager

6. Award Notification and Presentation:

a. The individuals selected as the USACE Project Manager of the Year and Program Manager of the Year will be notified of their selection via memorandum, e-mail and/or phone call from the appropriate chain of command.

b. The USACE Project Manager of the Year and Program Manager of the Year awards will be presented at the upcoming USACE Awards Ceremony to be held in the summer of 2013, on a date to be determined. Each award recipient will receive a plaque to recognize her/his selection. It should be noted that the awards are honorary and do not include monetary stipends. Transportation and TDY costs for attending the presentation ceremony must be financed by the awardees' home organization.

7. Recognition of Award Recipient: In addition to recognition by plaque, each awardee will serve for three years on the Program and Project Management (PPM) Community of Practice (CoP) Steering Committee.

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8. Point of contact for this action at HQUSACE is Mr. Cliff Kidd, CEMP-I, (202) 761-5765. Alternate POC is Ms. Doris Marlin, CECW-CB, (202) 761-4250.

FOR THE COMMANDER:



MARK E. MAZZANTI
Co-Leader, Program and Project
Management Community of Practice



LLOYD C. CALDWELL, P. E.
Co-Leader, Program and Project
Management Community of Practice

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